

**HISTORICAL BUILDINGS AND SITES COMMISSION
MEETING MINUTES
March 16, 2017 – 6:00 P.M.
Courtyard Conference Room**

A. ROLL CALL:

The Historical Buildings and Sites Commission met in regular session on the above date with Chair Ward Warren presiding. Vice Chair Dan McBerty and Commissioners Arden McConnell, Shirley Holzinger, Kathy Marshbank and Virginia Ford were present. City Council Liaison Dennis Roler was present as well as new Staff Liaison Tom Schauer.

Members of the public: Chris Bristol, Sara Bristol, Toni Webb, Fitzie Hacker, Michael Holzinger, Jon Bowen, Don Hendricks, Travis Boersma.

B. APPROVAL OF MINUTES:

- **February 16, 2017**

Chair Warren noted corrections on page 3, Commissioner McConnell brought up the Board Bordello Plaques for the buildings. It says members gave thumbs up to approve this project. Actually it's to discuss this project. We haven't really seen the project. It also talked about the horse rings. There is one horse ring on 5th Street, between 'G' & 'H' Streets. That is the most important one because we will lose that one if the concrete is replaced.

MOTION/VOTE

Chair Warren moved and Commissioner McConnell seconded the motion to approve the minutes from February 16, 2017 with noted missing remarks. The vote resulted as follows:
"AYES": Chair Warren, Vice Chair McBerty, Commissioners McConnell, Holzinger, and Ford.
"NAYS": None. Absent: None.
The motion passed.

C. Findings – None

D. Land Use Hearings - None

E. Work Session Items –

Guest: Travis Boersma from Dutch Bros. Information Sharing

- Chair Warren stated they are very honored that Travis Boersma is here. We are all very excited about Dutch Bros. purchasing the Towne Center Plaza.
- Travis stated that it is an honor to be here. Twenty five years ago we opened our first little push cart in the Towne Center Plaza in February 1992 and coming full circle we managed a way to purchase that piece of property. My interests lie with bringing our Head Quarters into downtown Grants Pass within the next 6 months to year and make it economic and a cultural impact that is substantial. We have every interest in working with the community, working with the Historic District and the

City of Grants Pass. We had a meeting with the Growers Market Director and the Town Center Association and we want to be great partners with everybody involved and do the right thing for the community that is good for our town and specifically the small business owner. Growing up here and starting with our little push cart in 1992, I'm certainly fond of the area. I see myself living here for the rest of my life. I am raising 4 boys in this community. It's probably not the smartest economic decision, but I think it is one that can tell a great story that Grants Pass and I can be really proud of.

- There were questions and discussion about his plans for his 164 employees in the North Valley Industrial Park.
- Commissioner McConnell asked about plans for having an indoor soccer field there or maybe out at the Fair Grounds.
- Travis stated they are moving forward with an indoor facility right there where Nitro Fit was. It is really just a stop gap for something that can be used for kids and possibly bringing families to the area. This is a short term plan and we hope to relocate it in probably 2 to 5 years.
- Commissioner McConnell asked about renovations. Is that interior, exterior or both?
- Travis stated it could be light cosmetic or reconstruction. I don't know what the future holds. I don't have a plan today. I haven't hired an architect or engineer. Travis spoke more about minor plans, paint and flooring that is completely removable. Nothing structural. It's just to make use of the space that is there. I think its 20,000 feet.
- Don Hendricks asked if the purchase of the Visitor Center was incorporated.
- Travis indicated that it didn't. It could be part of it. The City certainly has an interest in having public restrooms and a Welcome Center in the heart of Grants Pass.
- Don Hendricks asked if the Welcome Center was part of the purchase or is it a separate piece of property.
- Travis – Stated it is a separate piece of property.
- Vice Chair McBerty asked are you staying with everything band new with anything on the table. Are you wiping everything off the table?
- Travis explained no, that would be a great thing to explore. There are so many moving parts to this, if that was to occur it would only be with strong partnership with the City.
- Chair Warren stated he would go out on a limb and say that Dutch Bros. is the most successful business that Grants Pass has ever produced so I think we all have a lot of confidence in what you are going to do. I want to compliment that you want to compliment and be aesthetically pleasing with the Historic District. That's a good thing for us to hear.

- Travis said thank you. There is nothing more that I would love than to bring our franchise owners into our community and showcase our campus as the City of Grants Pass with the Rogue River, with our downtown, with improvements to the interior of the Fair Grounds. If we get our lease finalized we would like to put in multiple sport turf fields that can be used by all. This would tie in with the Sports Park and the walking bridge and being able to be an example of community. This is important to Dutch Bros. and something we could give back. We want to be able to tell our story as an example for all different people involved in organizations. We just got started. We have a long ways to go. I think we can do something pretty magical. We have a lot of great people involved. What a blessing to have people from the City, Growers Market, Town Center Association, people like yourselves. I'm excited about what the future holds. Thank you for having me tonight.

CLG Discussion – Information Sharing

- There was discussion about the Certified Local Government. Tom has been working on that and Dan has reached out and made some contacts. Chair Warren thanked them. Tom is also working on aligning what we are doing here in the city so it fits properly with the State Historic Preservation Office.
- Tom talked about information from the last meeting as well as long term planning, updating the code. The process started last summer with an advisory committee, then the Land Conservation Development Commission adopted new Administrative Rules in January. Those are now in effect. They are pretty clean and simple and addressed the issues that needed to be addressed. Now we don't have to update our Code and have a new Administrative Rule. Tom suggested looking at their goal that they wanted to achieve in the next year. He spoke about outreach to some of the land locked property owners, deficiency of local governments protecting what they used to call Resources of Statewide Significance, which essentially are National Registered Properties. He spoke about updating the Code, doing outreach and offering to help with the process.
- Vice Chair McBerty stated the CLG has been on our goal list for 3 years straight. Can you tell me where we are in the process, where we are going to go and how are we going to get there? Or are you just now diving into this?
- Tom mentioned he is just now diving into this. I've looked at our codes and I think I know what needs to be done there. I am trying to make sure we have some resources to get our codes updated with assistance from someone like George Kramer or someone with that capability.
- Vice Chair McBerty asked if they would we be able to use George?
- There was a suggestion to add this to the next agenda in the "Old Business" section.

- Tom mentioned, if we have drafts to start with, we can sit down and see what you have and see where we can go from there. The Administrative Rules provide some guidance, recommendations and advisory provisions. One of the big things is looking at the criteria of the Secretary of Interior criteria for review of Historical Property and utilizing those as the review criteria.
- Vice Chair McBerty offered to provide some of the language over the last couple of years to help shorten the time frame.
- Councilor Roler asked if this board would reconvene as the CLB Board like the City Council is also the Urban Renewal Board.
- There was discussion on the requirements to become a Certified Local Government and compliance issues.

Grants Discussion – Brainstorming

- Commissioners discussed how to obtain grants, and the Transient Room Tax. Some of the things we have discussed before are:
 - Building Plaques to identify the historic name and date of the building
 - Good Brochure for walking tour
 - Façade renovation
 - Restoration Awards
 - Education Grant available to anyone who has an interest in historic sites and what our commission does.
 - Handouts - For example when someone walks in to get a Business License the staff gives them a hand out. Address triggers that this is a historic district.
- Commissioner McConnell added that the Restoration Award is good publicity for us.
- There was a suggestion to check Restore Oregon's and see what other towns are doing. We can look into getting contractors involved that either know how to work on historic buildings or that want to. It would be nice for us to encourage that. More restorations will start attracting more contractors. Commissioner McConnell will research that and also mentioned Corvallis is lightyears ahead of us.

Maps

- Chair Warren thanked Commissioner Holzinger for the efforts she put in to working on the building descriptions. Jon worked quite a bit on this and everyone has put in input recently. The map is on line now and we have a good map. Go to travelgrantspass.com. From the top, 'Things to do' or click the Historic District link on the right and click on the map.
- It was suggested when he is ready we can do a news blast from the City page.

- Jon Bowen had nothing new to report other than suggested edits. I feel we will be getting more information over time to add. Currently on the Website is a PDF of this document. The listing is on the web page. You can click on the map and navigate. It is responsive ready so as you walk around town you can see it. The next phase will be interactive that will track with GPS that will highlight the building and give a description. That will take a while. Will probably integrate with our new website that will come months from now. It can be linked to the City website. We have to find the right place and page to put it on.
- There was a suggestion to put a page on the city website called Historic District. Grab all the content we have and put it on that page. Jon will talk to Jo, City Webmaster, about it. Jon added that this is what we will call phase I of the project. Take this home and look it over one last time before we take it to the printer. I will print them when I get the green light from you.
- It was suggested to have a deadline by Monday evening to give comments or changes to Jon. There was further discussion about the look of the map. He asked for a bid on 2,000 and 5,000. Bound in stacks of 50.

Information Sharing

Items from Staff –

Information from City Attorney re: Ex Parte Contact

- Tom said when reviewing Land Use decisions, if they are Quasi-Judicial, they become Quasi-Judicial in Legislative. Quasi-Judicial is if you are reviewing a site plan, or application for a permit or approval under an existing regulations that are in place. It can also be things like changing a zoning map that affects just a small number of properties. Legislative is when you are dealing with text amendments or larger area map amendments. Legislative is when you are providing a function where you are making recommendations for different policy options. It is good to go out into the community to get input from the community. In a Quasi-Judicial setting you are acting like a jury. The applicant and anyone supporting or opposing comes to a public meeting to hear all of the same information. This information should not be shared outside of this setting. If you are approached about this, you inform them you can't talk to them about it. If they do say something about it, at the next meeting before it starts you will be asked if anyone had any Ex Parte Contact, conflict of interest or any other bias. You would inform them at that time. On Ex Parte Contact, on land Quasi-Judicial decisions, don't talk to people outside of the meetings. If you have a monetary conflict of interest, you are to step aside from this decision. The three things you need to be careful of are Ex Parte Contact, Conflict of Interest, and Bias. We can do trainings on this.

Work Plan Development

- Tom stated he tried to identify if we are taking action on items such as the Plaque Program, or sharing information. If there is a decision to be made, we want to make sure this is on the Action Item. That is the format here. As far as the Work Plan Development, it looks like there are a lot of things you want to accomplish this year. We need to know how we can sequence those over the course of the meetings. We need to plan for things coming up. During budgeting we may need to request resources, or we may need time to look for grants. Even grants need to be addressed in the budget. We don't want to have information coming that isn't ready to review. If this is ok, we can look at doing something like this at the next meeting. Two things we want to concentrate on are what do we want to accomplish and why. If there is a lot to work on we can prioritize.
- They talked about adding SHPO to the next meeting.

Expansion Areas Inventory & Revised Administrative Rules

- Tom talked about the Oregon Land Use Planning Program there are a number of Statewide Planning Goals that deal with planning for different issues. Goal Five is a broad term that deals with Natural, Cultural and a variety of historic resources. When we expand the Urban Growth Boundary, which was completed and adopted in December 2014, this carries out the State Goals, Policies and Law. We periodically need to make sure our plans and goals are updated with State law. With that expansion there were some things we were required to do such as inventory wetlands. Historic Resource Planning is optional, but Council is interested in looking into that in those areas as well. I did some preliminary research and found there were no National Registered Properties in those areas, and there were no County Designated Historic Resources, but it has been quite a few years since the County has done their inventory. I used our GIS mapping programs and queried all those parcels with a builder's code of more than 50 years old and categorized those by decade. I gave that list to George Kramer and asked him to see if there is potential that any of those properties would be contributing. He has completed that and it is on the web page under Planning. You can search Historic Resources, or look under Departments, Community Development and Planning. Then there is a link to Goal Five. There are three sections there; one is dealing with Historic Resources.
- Chair Warren asked about a grant for George Kramer. Who does that grant come from?
- Tom explained work he did for me was not part of a grant, which was from the funds we had allocated to do the carry through planning for those UGB and Urban Reserve Areas.

- Tom brought up the inventory and will figure out the next steps as we work through the Work Plan on the resources. He talked about eligibility and the categories. The Administrative Rules are pretty helpful and one of the things we need to do is address protection of National Registered Properties, it doesn't have to be what we do with local properties but we do have both of those addressed.

Taqueria Update

- Tom stated the sign went up without a permit, they subsequently applied for a permit and it has not been issued yet. I would recommend putting this on part of our work plan. He talked about simplifying the Sign Code in both the Municipal Code and the Development Code. There may be some signs in the district that are grandfathered in, but this is a new sign that is a prohibited sign type. That permit they applied for is now on hold and needs to be rectified.
- Chair Warren stated to him that sign fits in with what they have done with the building. Do we want to modify that? I thought it was set up that if they wanted to do a sign like that it was to come to us for review.
- Tom added streamlining the Codes with the City Attorney.
- Commissioner Ford recalled the night they presented their plans here to us and thought they said something about a neon sign.
- Tom suggested it would be helpful for the finding decisions in the record if you are mostly dealing with design review. I would be more explicit in the future, specify the plan submitted and the neon sign you described.
- Commissioner Ford asked if there a reason why they couldn't do the original sign.
- Vice Chari McBerty explained that when they said they would do something with the sign where it would at least come back to us for that. We did not do this in writing like you suggested. They did try to put the neon sign up, but it is 400 lbs. and there was nothing on the wall to anchor it to. He was asked what he was going to do and then that sign showed up. I don't think we made the condition strong enough or put it in the wording.
- Discussion about the procedure continued.
- Tom suggested this one go before the Council.
- Commissioner Ford said they will probably the reason they had to go the route they did.
- Tom said this type of sign is expressly prohibited in the Historic District. He mentioned we should look at the list of prohibited signs in the Development Code. If you are within these guidelines it goes to staff, otherwise it goes to Commission. We want to also make sure that you have direction.
- Chair Warren asked if there is a disconnect with the Development Code and the Municipal Code.

- Tom discussed having some principals to say what the options are. Updating of the Codes can be worked on together if we decide we want that done before we work on the Code provisions.
- Chair Warren said he understood that with signs if it was easy staff would approve it without coming to us.
- Tom stated there are only three kinds of signs that are prohibited in the Historic District. Light emitting diodes, changing image sign, LED's are permissible when using a light source behind backlit opaque or non-translucent signs. The second is one is box internally illuminated. The third is inflatable or other fan driven signs. That I think is a pretty easy fix. Do you want those to always be prohibited?
- They discussed discretionary review and the use of the word "prohibited".
- Chair Warren asked for a list of the Design Guidelines that were adopted at the end of last year.

Items from Commissioners

- Commissioner Holzinger asked who has jurisdiction over the lot at 5th and 'H' Streets. She heard they want to put a venue there to allow musical venues.
- Chair Warren said the City does.
- Commissioner Holzinger asked would that come before us? Or does that go before another committee?
- Chair Warren said he talked to Jon Bowen about it. There was discussion about the Arts District within the "Historic District". Tom will look into this.
- Commissioner Holzinger wondered if they should come before us for improvements to the lot.
- The response was "I think so"
- Chair Warren asked if it is a stage that would be moved in and out.
- It was discussed that they also want to hang lights between 'G' and 'H' eventually. This is all stuff that they brought up to us. We didn't give it a high priority. If they don't get funding for this they will be limited to that lot.
- They discussed the stage and that it was brought up at the merchant meeting.
- Tom will look into it since this is not consistent with our public meeting law requirement. If I send information out that's probably ok, but we shouldn't all be communicating through email. I apologize for that. He also mentioned Public Meeting Law and said he won't communicate through e-mail anymore.
- Chair Warren mentioned as far as the lighting, someone in the Historic District contacted me and wondered why they don't have the Historic Street Lamps on 'H' between 4th & 5th. In the whole plan done back in the 90's, that historic lighting was supposed to be in all of the Historic District. I think they should rightfully have them.
- Tom mentioned there may be a capital project for that and that he will check.

- There was discussion about if it met the Sign Code and that there are some signs that are still up after the store left the building.
- Chair Warren stated he was told when he closed Blue Moon that he either take those signs down or pay his business license every year. Closed businesses need to remove their signage. Commissioner Warren updated them about the Redwood Empire sign. It is on hold until after the bridge is done, in 2018. They questioned if a design was adopted. They discussed looking at that again and make a decision
- Tom asked about the new Landmark List.
- Chair Warren explained that Commissioners Ford and McConnell are working on coming up with a list of buildings that should have been on our Landmark List. Ours is outdated. They gave us 8 or 9 suggestions and we approved them. There will be a letter sent to those owners letting them know about this. We gave Lora an updated list last meeting.
- Commissioner McConnell mentioned there are a couple more she'd like to add. Blind Georges should be one. Parts of the irrigation canals are historic, and also the railroad tracks.
- Tom will research the irrigation canals.
- Chair Warren stated we could bring suggestions periodically. He would rather see them move on what we did and put these on a future agenda
- Tom stated that's probably the legal way to do it, have it on the agenda.
- Chair Warren suggested adding for the next meeting, an update on the staff handout to businesses that come in to get a new business license if their address is within the Historical District
- Tom said that's not only on Historic Districts, we do coordination on those rules to make sure they are complying with all the laws and zoning issues, including the Historic District. This is a top priority.
- Commissioner Ford asked Vice Chair McBerty if he checked on the individuals that opted out of being members of the Historical Society. He has not made contact yet.
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Old Business

- Commissioner McConnell asked when they will receive a copy of the old River District Plan.
- Tom offered to send the link to our public webpage.
- Councilor Roler mentioned Copa's guidelines on public art. It was completed in a timely manner and is funded adequately so it gets done. People are concerned about the marijuana dispensaries. The one at the Redwood Tower appealed the rejection that was rejected by Council because it was too close to the library. Diamond Cannabis is going in they say they aren't going to deal with the green leaf within the Historic District. This is at the Old Bead Merchant building.
- Tom cautioned about discussing this in the event it does get appealed.

- They discussed meeting twice a month. Commissioner Warren stated he wouldn't be in favor of that. There was more discussion on that.
- Commissioner McConnell asked to add the obsolete signs to the agenda to get rid of them.
- There was discussion about photographing the obsolete signs, then sending letters that they have to pay for a business license to keep it up.
- Tom will add that to the next agenda.

F. Adjournment

- Meeting adjourned at 8:06 pm

Next meeting: April 20, 2017.

Minutes prepared by Dianne Phelan, City Administration.